



Individual Action Plan Guide

Healthy IncentivesSM Program

Health Matters Team
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Introduction

Welcome to an enhanced Healthy IncentivesSM

Beginning in 2010 the Healthy IncentivesSM program has been enhanced to make it simpler, more tailored to you and more effective in supporting your efforts to improve or maintain your health. These enhancements are the result of input received from benefits-eligible employees and their spouse and domestic partners.

From the beginning, feedback from the people who participate in Healthy IncentivesSM has been critical in shaping the program. To be successful, Healthy IncentivesSM has to be a program that works for you. Feedback is gathered through an annual employee survey, a biannual survey of spouses and domestic partners, e-mails to health.matters@kingcounty.gov and what we hear from you at Health Matters events throughout the year. Over the past three years several themes emerged that form the basis of the enhanced Healthy IncentivesSM program beginning in 2010:

- **Greater choice in individual action plans.** Seven new individual action plans give people more choice about how to maintain or improve their health.
- **Immediate feedback on progress and results.** Find out your wellness assessment results and get started on your individual action plan right away. Track your progress on the road to gold.
- **Easy to find and use.** The wellness assessment and individual action plans will be easy to find at one Web site.
- **Evidence based.** The individual action plans reflect the most current scientific approaches for increasing positive behavior change.

These enhancements bring changes to how the Healthy IncentivesSM program works:

- Coaching is no longer an individual action plan. It is available to anyone who wants the extra help and support of a trained expert.
- The wellness assessment identifies your individual health risks instead of ranking you as high, moderate or low risk.
- You can select an individual action plan immediately after completing your wellness assessment – you don't have to wait for a letter or phone call.
- There are more individual action plans to choose from – 7 instead of 3.
- Individual action plans are 10 weeks long.
- You can track your progress on the road to gold anytime you want.

The variety of different individual action plans is one of the most exciting enhancements to Healthy IncentivesSM. This guide is designed to provide the information you need to select the individual action plan that best fits your needs. The plans vary from simple for those who just want to track their daily activity to more complex for those who want to build a program tailored to them. There are options for those who enjoy the camaraderie and support of group activities and there are options for those who want to set out on their own, or keep to a plan that is already working for them. The new individual action plans include:

1. **Exercise**
2. **Nutrition**
3. **Weight Management**
4. **Stress Management**
5. **King County Live Well Challenge**
6. **Weight Watchers at Work[®]**
7. **Free and Clear[®] Tobacco Cessation**

Individual Action Plan Comparison Guide

Individual Action Plan	Who is eligible?	What steps must be completed to earn gold?	When must I complete this individual action plan?
Online WebMD Lifestyle Improvement Programs			
Exercise	All employees and spouse/domestic partners	<ol style="list-style-type: none"> 1. 10 phases of exercise readings 2. 50 online exercise planner entries 3. Before June 30th 	Must be completed anytime before June 30, no more than 1 phase per week
Nutrition	All employees and spouse/domestic partners	<ol style="list-style-type: none"> 1. 10 phases of nutrition readings 2. 50 online meal planner entries 3. Before June 30th 	Must be completed anytime before June 30, no more than 1 phase per week
Weight Management	All employees and spouse/domestic partners	<ol style="list-style-type: none"> 1. 10 phases of weight management readings 2. 50 online exercise or meal planner entries 3. Before June 30th 	Must be completed anytime before June 30, no more than 1 phase per week

Individual Action Plan	Who is eligible?	What steps must be completed to earn gold?	When must I complete this individual action plan?
Stress Management	All employees and spouse/domestic partners	<ol style="list-style-type: none"> 10 phases of stress management readings 50 online stress management planner entries Before June 30 	Must be completed anytime before June 30, no more than 1 phase per week
Online Team Competition Individual Action Plan			
King County Live Well Challenge	All employees and spouse/domestic partners	Log activity on 5 of 7 days for each of 10 weeks during challenge	Live Well Challenge begins March 22 and ends May 30
Group Meetings Individual Action Plan			
Weight Watchers at Work®	Employees only	<ol style="list-style-type: none"> Attend 10 Weight Watchers at Work® meetings in either a 13 week or 17 week series Before June 30 	Timing will vary depending on individual meeting group, but a full series must be completed by June 30
Tobacco Cessation Individual Action Plan			
Quit for Life® Tobacco Cessation Program	All employees and spouse/domestic partners	<ol style="list-style-type: none"> Participate in 5 telephone based tobacco cessation counseling sessions Before June 30th 	Must be completed anytime before June 30
Paper WebMD Lifestyle Improvement Programs			
Exercise	All employees and spouse/domestic partners* *paper alternatives to online programs cost King County \$15 per person – they should only be requested if computer access is unavailable	<ol style="list-style-type: none"> 10 phases of exercise readings 50 paper exercise diary entries Before June 30 	Must be completed anytime before June 30. Dairies must be returned to WebMD via mail before June 30 deadline
Nutrition	All employees and spouse/domestic partners* *paper alternatives to online programs cost King County \$15 per person – they should only be requested if computer access is unavailable	<ol style="list-style-type: none"> 10 phases of nutrition readings 50 paper nutrition diary entries Before June 30 	Must be completed anytime before June 30. Dairies must be returned to WebMD via mail before June 30 deadline

WebMD Lifestyle Improvement Programs: The basics

Each online WebMD Lifestyle Improvement Program follows the same format:

1. 10 Phases over a minimum of 10 weeks
2. 50 planner entries
3. Journaling (optional)

Members must complete the 10 phases and make 50 planner entries by June 30, 2010 to earn the gold out-of-pocket incentive for 2011 medical expenses.

Phases:

Each phase includes 7 steps (educational readings) and a knowledge retention quiz. Complete 10 phases over 10 weeks with no more than 1 phase per week.

There are 7 Steps for each phase

Each Step has a reading component

Access to Planners and Journals

The screenshot shows the 'Lifestyle Improvement Program' interface for the 'Exercise' phase. At the top, there's a header with a woman's image and the title 'Exercise'. Below it, a sub-header reads 'Phase 1: Laying the Foundation'. A navigation bar shows steps 1 through 7, with 'Step 1' currently selected. The main content area for Step 1 includes a title 'Step 1: Follow the precautions', a paragraph of text about exercise precautions, a 'Review your medical history' section with a list of conditions, and a 'Journaling Activity' section with a list of questions. On the left, a sidebar menu lists 'Lifestyle Programs Home', 'Phase 1: Foundation', 'Phase 2: Starting Point', 'Phase 3: Warming Up', 'Phase 4: Strength Training', 'Phase 5: Exercise Intensity', 'Phase 6: Exercise Activities', 'Phase 7: Keeping it Going', 'Phase 8: Bumping it Up', 'Phase 9: Healthy Lifestyle', 'Phase 10: Exercising for Life', 'Program Evaluation', and 'Program Resources'. Below this menu are links for 'Exercise Planner', 'Walking Planner', and 'Journal Archive'. At the top right of the main content area, there are links for 'Secure Messages (1 new)' and 'Rewards check status'.

1 Phase per week over 10 weeks

Journaling is optional

Planners:

There are four different planners that you can use to track your healthy behavior as you complete the online WebMD Lifestyle Improvement Programs. You must make 50 total planner entries and complete all 10 phases of one of the Lifestyle Improvement Programs before the June 30 to earn the gold out-of-pocket expense level.

About the planners:

- Planners help you plan all of the details of your lifestyle change and keep track of your activities.
- Any combination of planners can be used to make your 50 planner entries.
- While planners are designed to work with specific Lifestyle Improvement Programs, you can use any combination of planner and Lifestyle Improvement Plan. (See page 15 for more information.)
- All of the planners allow you to PLAN your healthy activities for future dates, but you can only RECORD activity you have completed, not the activity you are planning for those future dates.



exercise



meals



stress



walking



You can use the very flexible Exercise Planner to track one or more different strength, flexibility and cardiovascular exercises. This is one of the most detailed of the available planners.

Lifestyle Improvement Program Exercise Planner

Learn more about making better choices for a healthier future. The readings and planners provide practical information and useful tips and tools for improving your health and well-being.

[Secure Messages](#) (0 new) [Rewards](#) [check status](#)

- ☒ Lifestyle Programs Home
- ☒ Exercise Readings
- ☒ Exercise Planner
- ☒ Meal Planner
- ☒ Stress Planner
- ☒ Walking Planner
- ☒ Journal Archive

Exercise Planner

Your Exercise Planner provides a list of today's recommended exercises to help you meet your goals. If the Planner displays no exercises for today, you can add exercises to your Planner or use this day to rest.

Daily Exercise Planner
 Weekly Caloric Burn

November 16, 2009

		add exercise	Sets	Reps
Strength				
<input checked="" type="checkbox"/>	Bent-over Row with Dumbbells	?	1	12-15
<input checked="" type="checkbox"/>	Chest Press with Cable	?	1	12-15
<input checked="" type="checkbox"/>	Hip Extension Standing with Cable	?	1	12-15
<input checked="" type="checkbox"/>	Leg Extension with Cable	?	1	12-15
Flexibility				
		add exercise	Sets	Seconds
<input type="checkbox"/>	Behind-head Chest Stretch	? replace delete	2	30
<input checked="" type="checkbox"/>	Seated Glute Stretch	?	2	30
<input type="checkbox"/>	Standing Quad Stretch	? replace delete	2	30
<input checked="" type="checkbox"/>	Wall Lat Stretch	?	2	30
Cardio & Other Activities				
		add exercise	Minutes	Calories
<input checked="" type="checkbox"/>	Jog/walk combination (jogging component of < 10 min)		30	270
Today's caloric burn (cardio only):				270



meals

You can use the Meal Planner, another very flexible planner, to track everything you eat. This planner takes time to set up, but the effort you put in at the front end pays off on the other side with detailed meal plans, grocery lists and nutrition information.

☐ Lifestyle Programs
Home

☐ Exercise Readings

☐ Exercise Planner

☒ Meal Planner

☐ Walking Planner

☐ Journal Archive

Meal Planner

Your Meal Planner provides a list of healthy meals for you today.

These foods will provide the right amount of calories and nutrients to help you reach your goals. If the Planner doesn't list the foods you actually eat today, enter them into your Planner.

[PRINT THIS WEEK'S GROCERY LIST](#)

Daily Meal Planner		Weekly Activity		November 16, 2009					
Breakfast				Calories	Fiber	Carbs.	Fat	Protein	
<input checked="" type="checkbox"/> wheat toast w/ margarine and jam				253	2	40	7	6	
<input checked="" type="checkbox"/> wheat toast, 2 slices				150	2	26	2	6	
<input checked="" type="checkbox"/> margarine, Smart Balance, 1 Tbsp				47	0	0	5	0	
<input checked="" type="checkbox"/> jam, 1 Tbsp				56	0	13	0	0	
<input checked="" type="checkbox"/> milk, skim, 1 cup				83	0	12	0	8	
Lunch				Calories	Fiber	Carbs.	Fat	Protein	
<input checked="" type="checkbox"/> cheese pizza, 2 slices				783	6	84	35	30	
<input checked="" type="checkbox"/> Caesar salad				83	1	7	4	4	
<input checked="" type="checkbox"/> lettuce, romaine, 1 cup				8	0	1	0	0	
<input checked="" type="checkbox"/> cheese, parmesan, 2 Tbsp				42	0	0	2	3	
<input checked="" type="checkbox"/> dressing, Caesar low calorie, 2 Tbsp				33	0	5	1	0	
<input checked="" type="checkbox"/> water				0	0	0	0	0	
Dinner				Calories	Fiber	Carbs.	Fat	Protein	
<input checked="" type="checkbox"/> chicken w/ broccoli and cashews over chow mein noodles				690	7	42	42	39	
<input checked="" type="checkbox"/> chicken breast, 3 oz				130	0	0	1	27	
<input checked="" type="checkbox"/> olive oil, 1 Tbsp				119	0	0	13	0	
<input checked="" type="checkbox"/> broccoli, chopped, 1 cup				41	4	7	0	4	
<input checked="" type="checkbox"/> cashews, 1 oz				163	0	9	13	4	
<input checked="" type="checkbox"/> chow mein noodles, 1 cup				237	1	25	13	3	
<input type="checkbox"/> milk, skim, 1 cup				83	0	12	0	8	
<input type="checkbox"/> fortune cookie, 1				107	0	23	0	1	
Snack				Calories	Fiber	Carbs.	Fat	Protein	
Today's Numbers:				1892	13	182	85	85	
Today's Goals:				2645-2845	25-35	240-446	61-107	69-240	



The Stress Planner is one of the simplest planners available. Record your daily stress level and track the various stress management techniques you are using to reduce your stress.



Lifestyle Improvement Program Stress Planner

Learn more about making better choices for a healthier future. The readings and planners provide practical information and useful tips and tools for improving your health and well-being.

Secure Messages [\(0 new\)](#)

Rewards [check status](#)

Lifestyle Programs
Home

Exercise Readings

Exercise Planner

Meal Planner

Stress Planner

Walking Planner

Journal Archive

Stress Planner

Your Stress Planner is the place to rate your daily stress level and record the stress management techniques you use each day.

Daily Stress Planner
 Weekly Stress Levels

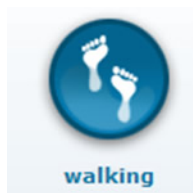
November 14, 2009

Your Stress Level	Stress Management Techniques
Click the icon that best describes your stress level today	Select the stress management techniques you used today
low medium high	<input checked="" type="checkbox"/> Journaling
	<input type="checkbox"/> Meditation
	<input checked="" type="checkbox"/> Mental imagery
	<input type="checkbox"/> Autogenic training
	<input type="checkbox"/> Interrupting negative thoughts
	<input type="checkbox"/> Positive self-talk
	<input checked="" type="checkbox"/> Progressive muscle relaxation

Next Steps

uat first 03, don't forget to...

♦ [Enroll in the full Stress Management Program](#)



The Walking Planner is also one of the simplest planners available. Record your daily steps and track your progress against your personal goals. Using the Walking Planner does not require a pedometer, but it is recommended.



Lifestyle Improvement Program Walking Planner

Learn more about making better choices for a healthier future. The readings and planners provide practical information and useful tips and tools for improving your health and well-being.

[Secure Messages](#) (0 new) [Rewards](#) [check status](#)

- Lifestyle Programs
- Home
- Exercise Readings
- Exercise Planner
- Meal Planner
- Stress Planner
- Walking Planner
- Journal Archive

Walking Planner

Your Walking Planner displays the number of steps you should take today. It also provides a place to record your steps each day. To count your steps accurately, wear a pedometer.

Daily Walking Planner
 Weekly Walking Progress

November 16, 2009

4000 Steps.
3200 Steps.
2400 Steps.
1600 Steps.
800 Steps.
0 Steps.

3500 Steps.

Your goal for today is 4000 steps.

Enter the number of steps you have taken today by using any of these methods.

Slide the selector up and down.

Use the up and down arrows on the selector for small increments.

Enter the number in the box below.

Today I took steps.

Next Steps

What first 03, don't forget to...

- ♦ [Read the next step in Exercise: Phase 2, Step 1](#)
- ♦ [Update your Exercise Planner for today](#)
- ♦ [View your past journal entries](#)

Planner Info

- ♦ [Reset your goals](#)
- ♦ [How to wear your pedometer](#)

King County Live Well Challenge

What is the King County Live Well Challenge?

The Live Well Challenge is an annual event in which teams of employees and their spouses or domestic partners earn points for eating smart and moving more. Thousands of King County employees have enjoyed this healthy competition in the past so it was made into an individual action plan to answer the demand for more variety. It is especially appealing for people who like the camaraderie of a team or the competitiveness of a contest. Workplace health challenges such as the Live Well Challenge have been proven to be effective in increasing teamwork and improving health.

How does the King County Live Well Challenge work?

You begin by choosing eat smart or move more as a focus area. Then earn points for completing activities in those areas. You can earn extra credit points by doing things like taking health-related quizzes, choosing an active commute or creating a personal health record.

What are the requirements for completing the King County Live Well Challenge?

Completing the Live Well Challenge individual action plan requires logging fruit and vegetable consumption or physical activity 5 days a week each week during the 10-week competition.

You can enter activity up to 3 weeks in the past.

I'm interested in the King County Live Well Challenge. How do I get more information?

Visit the Live Well Challenge Web site at www.kingcounty.gov/LiveWellChallenge.



Team Snap Pea Dragons
2009 Live Well Challenge Traditional Team Winners

Weight Watchers at Work®

What is the Weight Watchers at Work® program?

King County Weight Watchers at Work® offers employees a convenient, supportive environment in which to improve their health through weight management. The program promotes sustainable weight loss through healthy eating, increased physical activity and healthy weight management behaviors.

How does the Weight Watchers at Work® program work?

Individuals participate in one-hour weekly meetings held at King County worksites. Meetings are facilitated by a trained Weight Watchers at Work® leader. Each meeting focuses on a different weight management strategy and engages meeting members in exploring these strategies. Members weigh in privately at each meeting and if they choose are recognized by the group for achieving incremental weight loss goals.

Will King County cover the cost of the Weight Watchers at Work® program now that it is an individual action plan?

Individuals participating in Weight Watchers at Work® are responsible for the cost of the program. In the past, the program has been offered to employees outside of the Healthy IncentivesSM Program structure, but because it fulfills the requirements of being an individual action plan, those who choose to participate get credit toward gold.

What are the requirements for completing the Weight Watchers at Work® Program?

Completion of a Weight Watchers at Work® individual action plan requires that you attend and weigh in at least 10 meetings in either a 13 week or 17 week series before June 30th. The meeting leader employed by Weight Watchers at Work® will mark your attendance and that you weighed in. At the end of the series, Weight Watchers will report to King County who completed the individual action plan. Individual weight or weight loss will never be reported to the county. Spouses and domestic partners are not eligible to participate in Weight Watchers at Work as an Individual Action Plan.

For more information visit King County's Weight Watchers at Work® Web site by going to www.kingcounty.gov/HealthMatters and clicking on the Weight Watchers at Work® link.



RIGHT HERE. RIGHT NOW.

Quit for Life® Tobacco Cessation program

The Quit For Life® program is a collaboration between the American Cancer Society® and Free & Clear®. Free & Clear subcontracts with WebMD to provide you with this option. As the nation's leading tobacco cessation program, it employs an evidence-based combination of physical, psychological and behavioral strategies

to enable participants to take responsibility for and overcome their addiction to tobacco use. Using an integrated mix of medication support, phone-based cognitive behavioral coaching and web-based learning and support tools the Quit For Life® program produces an average quit rate of 45% for employers, making it nine times more effective than quitting "cold turkey."



The Quit For Life® program treats every tobacco user as a unique individual and tailors a quit plan that is based on the participant's lifestyle, preferences and tobacco use history. On the initial call, a Quit Coach assesses the participant's tobacco use history and individual needs in order to help the participant identify destructive thought patterns and situational triggers that cause the desire to smoke. The Quit Coach then helps the participant develop a personalized plan to prepare for his or her quit date. The initial call also includes decision support for medications. If appropriate, nicotine replacement therapy can be delivered directly to the participant's home. Follow-up phone calls with a Quit Coach and interaction with a Web Coach provide participants with the knowledge, behavioral strategies and cognitive skills necessary to successfully quit tobacco for life.

Participants Receive:

- Up to 5 outbound coaching calls and unlimited toll-free access to a Quit Coach® for the duration of the program.
- Unlimited access to Web Coach®, Quit for Life's proprietary, interactive, fully featured online community that offers e-learning tools, social support and information about quitting.
- Decision support for the type, dose and duration of medication and direct mail order fulfillment if appropriate.
- Printed, stage-appropriate Quit Guide.
- Tailored, motivational emails sent throughout the quitting process.



How to change your Individual Action Plan

You may complete a different Individual Action Plan than the one you initially selected, but you cannot change your recorded selection on the Individual Action Plan referral page. The recorded selection is there to remind you of the program you selected, but does not limit you from doing another program to earn gold.

To start another Individual Action Plan go to the Individual Action Plan referral page and simply follow the link contained in the “?” icon for the new program. The link will allow you to enroll in the new program. If you select an online Lifestyle Improvement Program offered by WebMD as your Individual Action Plan, you can continue to track your progress in the new program even though your new program is not shown on the Individual Action Plan referral page. Also, if you had previously enrolled in a different online Lifestyle Improvement Program offered by WebMD and completed planner entries for that program those planner entries will count towards your 50 days.

How to use the planners

Planners allow you to schedule activities such as meals and exercise in the future, but you cannot log the activity until you have completed it. Logging the activity is what counts towards completing the program, so remember to stay on top of your tracking as you work towards earning gold. There is no limit to how far back you can go to record your activity, but remember that the reading components restrict you to no more than one phase per week, so you can't wait till the last minute to complete the program.

How to take advantage of more than one planner

Planners are designed to be used with specific Lifestyle Improvement Programs to allow you to track your activity as you learn about changing or maintaining a healthy lifestyle, but there are no restrictions on which planner or planners you use to record your 50 days of activity. When you begin an online Lifestyle Improvement Program you will automatically be set up to use the planner that is associated with that program, but you are free to set up additional or alternative planners as you chose. To set up a new planner, go to the “Lifestyle Improvement Programs: Home” page by selecting the link from the top “Living Healthy” navigation bar on your home page. From here you can select one of the other planners from the “More Lifestyle Improvement Programs” box in the center of the page. The introductory page will tell you more about the full Lifestyle Improvement Program and then provide you with the option of enrolling in the full program or just starting the planner.

Resources

Benefits and Retirement Operations – 206-684-1556, kc.benefits@kingcounty.gov, www.kingcounty.gov/employees/benefits

Health Matters – 206-205-5017, health.matters@kingcounty.gov, www.kingcounty.gov/employees/healthmatters